

City of Milpitas Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3240 • Fax: 408-586-3285

Commercial & Industrial Over-the-Counter Building Permit

For your convenience, the City provides an Over-the-Counter Plan Check and Permit Issuance service for qualifying projects. The hours for this express service are:

Monday, Tuesday, Thursday, and Friday	8:30 – 11:30 A.M.
Wednesday	9:30 – 11:30 A.M.

Here is how the process works:

- The Building Inspection Division counter staff will screen your plans to determine whether they are complete and qualify for the Over-the-Counter service. Please refer to the Building Division's separate handouts for specific plan check submittal requirements.
- Clearance review required by the Planning and Engineering Divisions and the Fire Department will be made during the plan check processing subject to the restrictions noted below.
- Upon satisfaction of the above criteria and payment of fees, the permit will be issued.

The following criteria will be used to qualify for Over-the-Counter Commercial/Industrial Plan Check and Permit Issuance.

A. Types of Eligible Permit Applications. Does one of the following describe your project?

- ☐ **Office Space:** Interior modifications for office space less than 4,000 square feet.
- ☐ **Retail:** Interior modifications for retail space less than 1,500 square feet.
- ☐ **Industrial:** Interior modifications for industrial space less than 5,000 square feet.
The project shall not involve hazardous materials.

B. Restrictions. Does your project comply with *each* of the following?

- ☐ There shall be no storage of Hazardous Materials of any amount in the tenant space.
- ☐ The proposed tenant improvement shall not contain any alterations to the structural system of the building (e.g. openings into bearing or shear walls, changes to floor system, etc.)
Note: The structural modifications required to install roof mounted mechanical equipment are exempted pending plan checker verification.
- ☐ The proposed tenant improvement shall not contain any alterations or modification to fire-rated walls.
- ☐ The application does not require any special Planning, Engineering or Fire Department processing.

**If you have any questions, please ask our Counter staff
or call the Building Division at 408-586-3240.**